



**Watertown Board of Health
Meeting Minutes
Watertown Dept of Public Health
515 S First Street/Zoom
February 3, 2026 – 3:30 PM**

Members Present: Dr. Donene Rowe, Dr. Todd Huhn, Ald. Dana Davis
Via Phone: Patty Gedemer (for vote)

Absent: Ald. Fred Smith

Others in attendance: Carol Quest, Abbigail Kuehn, Holly Hisel, Kim Hiller, John Katsich

1. Call to Order

Dr. Rowe called the meeting to order at 3:30pm.

It was noted that agenda item 5 will be moved to the end of the meeting.

2. Citizens to be heard

None.

3. Review and take action: Board of Health Minutes – December 16, 2025

Minutes from December 16, 2025 meeting were reviewed. Motion by Ald Davis to approve; second by Dr. Huhn

Motion carried by unanimous voice vote.

4. Review and take action: Finance Reports – Preliminary December 2025

The preliminary December 2025 report was reviewed. It was noted that the final report would be completed after the audit.

Financial reports were reviewed. Motion by Dr. Huhn to approve; second by Ald. Davis

Motion carried by unanimous voice vote.

6. Review and discussion: Public Health Emergency Preparedness Program updates

Victoria attended PIO training and will be sharing this training with the staff.

Steps are being taken to prepare for measles cases in the city. Measles cases are at the highest rate they have been in the last 30 years. Nationally and locally vaccination rates continue to remain low.

The department worked with a pharmacy student from Watertown Regional Medical Center to reach out to families with children that were behind in their measles vaccinations to answer questions and provide resources to obtain vaccinations. The department continues to work with the schools and updates are shared with providers.

Wastewater is being tested for measles and is currently registering zero as of the last test.

7. Review and discussion: Public Health Environmental Health Program updates

Holly Hisel was in attendance and provided updates to the Board.

Transient non-community water systems well water testing has begun for the year.

The water laboratory has now been in operation for one year. The first year of sampling was successful, with relatively few follow up samples required. Starting soon, we will offer water testing services to individuals with private wells. Staff are currently developing policies related to sample pickup, drop-off procedures, and payment processing.

Sydney is currently conducting inspections independently. She is scheduled to take the Registered Sanitarian (RS) exam at the end of February.

January is Radon Action Month. Grant funding is used to purchase short-term radon test kits with postage-paid return envelopes. This year we are working to increase kit return rates through reminder stickers that were added to kits to encourage deployment within 14 days.

8. Review and discussion: Public Health Community Health Program updates

Work continues on the zoning process for the vacant lot adjacent to the public health parking lot.

Abbey Kuehn presented the board with an update on Community Health programming.

Katilyn Mallow, new public health nurse, has started and is working on orientation and training and it is going very well. Staff are excited to have her start training in the Prenatal Care Coordination program with plans for her to be managing her own client caseload by the end of March.

Work has started on the Maternal Child Health Objective of developmental screenings for children in our community. This is a new objective for the department. The goal of the developmental screening objective is to raise awareness on developmental milestones for children using the Ages and Stages Screening tool and to connect families with community resources when development delays are identified.

Staff will continue to work on social connections for families and events will be planned this year. The social connection events work with community partners to provide families opportunities to meet with and learn about community resources while making connections with other families.

Staff are working together with our community partners to develop our Community Health Improvement Plan (CHIP) using the data from the Community Health Assessment.

The department will be working with an AHEC (Area Health Education Centers) intern this summer. They will be assisting with the CHIP as well as with the community garden.

Sergeant Hoyt from the police department provided de-escalation training to department staff.

9. Environmental Health – Lodging License & Pool Monitoring Fees

Holly Hisel was in attendance to present the proposed lodging license & pool monitoring fee changes.

A memo was provided to the board members giving some background information about the fee changes being presented. It was noted that we are contracted with the Department of Ag, Trade and Consumer Protection (DATCP) and are the licensing and inspection authority for Watertown and Jefferson County for food and recreational licenses.

A proposed fee schedule was presented to members. The schedule includes the new lodging fees including the 15% license reimbursement that is required by contract to be paid to DATCP, and a newly proposed Special Re-inspection Fee for Non-Compliance for recreational water licenses (pools, whirlpools) that are on increased monthly pool monitoring.

The lodging fee updates reflect changes adopted in October 2025 for ATCP 72 Hotels, Motels and Tourist Rooming Houses. The new code went into effect on January 25, 2026. The revised code includes increased fees and new and updated license categories.

The proposed special reinspection fee is to have an increased reinspection fee for the facilities that are on the monthly pool monitoring inspections that fail to pass their monthly monitoring inspection. The incentive is to encourage operators and management to have staff trained and competent to operate the pools correctly and safely.

Motion was made by Alderperson Davis and seconded by Dr. Huhn to approve the lodging license fees and pool monitoring fees as outlined in the memo provided.

Motion carried by unanimous voice vote.

The next step will have this item go to the Finance Committee on Monday and to Council as a resolution.

10. Adjourn.

Motion made to adjourn by Ald Davis and carried by unanimous voice vote.

Next Board of Health meeting will be Tuesday, May 12, 2026, at 3:30 p.m.

Respectfully Submitted,



Carol Quest
Director/Health Officer

Note: The minutes are uncorrected. Any correction made thereto will be noted in the minutes of the proceedings at which these minutes are approved.